

**MINUTES  
VILLAGE OF LAKEPARK COUNCIL MEETING  
3801 LAKE PARK ROAD, LAKE PARK, NC  
REGULAR SEESION**

**7:00 P.M.**

**DECEMBER 8, 2015**

**ATTENDING:** Mayor David Cleveland  
Council Members: Sandy Coughlin, Pam Jack, Mark Phillips, Fabian Szarko and Ashley Dance.  
Village Administrator Cheri Clark  
Finance Officer Cheryl Bennett  
Attorney Ken Swain

**CALL TO ORDER:** Mayor David Cleveland called the Regular Session December Council meeting to order.

**INVOCATION:** Mayor David Cleveland gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor David Cleveland led the Pledge of Allegiance.

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MINUTES:** Fabian Szarko made the motion to approve the November 10, 2015 Regular Session Council Meeting Minutes. Pam Jack seconded the motion. Vote – Unanimous.

**CHANGES TO THE AGENDA:** Pam Jack made a motion to approve the Agenda as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

**SECURITY REPORT:** Deputy Rucker was unable to be at the Council meeting.

**RECOGNITION OF OUTGOING COUNCIL:** Mayor David Cleveland presented Mark Phillips with a Certificate of Recognition for serving on the Economic Development Commission. Mark Phillips attended a lot of functions outside the Village and promoted the Village of Lake Park throughout Union County. Mark Phillips was also presented with a plaque for his service as a Council Member from December 2011 to December 2015.

**OATHS OF OFFICE:** Mayor David Cleveland took the Oath of Office to serve as Mayor for the next two years for the Village of Lake Park. Pam Jack took the Oath of Office to serve for the next two years of the unexpired term and Fabian Szarko and Ashley Dance took the Oath of Office to serve the Village of Lake Park for the next four years. John Barnes will take the Oath of Office to serve for the next four years on December 11, 2015.

**ORGANIZATIONAL MEETING:** Pam Jack nominated Sandy Coughlin to be the Mayor Pro Tem. There were no other nominations. Fabian Szarko made a motion to appoint Sandy Coughlin as Mayor Pro Tem. Ashley Dance seconded the motion. Vote – Unanimous. Sandy Coughlin took the Oath of Office to serve as the Mayor Pro Tem for the Village of Lake Park for the next two years.

Mayor David Cleveland discussed with each Council member their areas of interest prior to the division of Council Responsibilities. Staff works in conjunction with Council in each of the areas of responsibility.

Clock Tower & Electrical

Economic Development

Newsletter

Parks and Recreation

Landscaping and Ponds

Facilities

Events

Public Lighting

Sheriff Liaison

Strategic Planning

Streets and Sidewalks

Waste Collection

Councilman John Barnes

Councilwoman Sandra Coughlin

Councilwoman Sandra Coughlin

Chairman Mayor David Cleveland

Co-Chairman Councilman Fabian Szarko

Mayor David Cleveland

Councilman Fabian Szarko

Councilwoman Ashley Dance

Councilman John Barnes

Mayor David Cleveland

Councilwoman Pam Jack

Mayor David Cleveland

Councilwoman Pam Jack

**STORMWATER:** Cheri Clark shared that there is a Stormwater issue in the little park behind the Village Townhomes Phase III. The park became part of the Village common area February 10, 2015. Due to the slope of the park, stormwater runoff is negatively impacting the neighboring properties and needs to be addressed. Lucas Landscaping has provided a quote of \$2,000 to address the runoff. Fabian Szarko made a motion to approve the Lucas Landscaping bid of \$2,000 to address the runoff. Ashley Dance seconded the motion. Vote – Unanimous.

**ORDINANCES:** Attorney Ken Swain provided the proposed Personal Property Ordinance which he has converted from criminal to civil penalties and the proposed amended Parking Ordinance per Council request. Council will review the proposed changes to the ordinances prior to the January meeting.

**FINANCE OFFICER'S REPORT:** Cheryl Bennett stated that over half of the 2015 ad valorem taxes came in during the month of November.

Cheri Clark requested a tax refund of \$3,186.30 due to overpayments. Fabian Szarko made a motion to refund the \$3,186.30 in overpayments. Ashley Dance seconded the motion. Vote – Unanimous.

	Nov 15	Jul - Nov 15	YTD Budget	% of Budget
<b>Income</b>				
<b>Property Taxes</b>				
Ad valorem current year	270,600.93	417,024.56	542,765.00	76.83%
Utility ad valorem	0.00	0.00	6,500.00	0.0%
Motor vehicle tax	6,408.80	26,550.78	63,971.00	41.5%
Ad valorem prior years	1,124.01	4,056.19	1,800.00	225.34%
Prior years motor vehicle tax	0.00	44.20	500.00	8.84%
Penalties and interest	388.09	1,850.36	1,600.00	115.65%
Late List Fees	0.00	0.00	0.00	0.0%
<b>Total Property Taxes</b>	<b>278,521.83</b>	<b>449,526.09</b>	<b>617,136.00</b>	<b>72.84%</b>
<b>Other Taxes</b>				
Stormwater Fees- current year	20,220.00	31,955.00	42,830.00	74.61%
Stormwater fees - prior years	120.00	560.00	0.00	100.0%
Cable franchise-from Time Warner	0.00	0.00	0.00	0.0%
<b>Total Other Taxes</b>	<b>20,340.00</b>	<b>32,515.00</b>	<b>42,830.00</b>	<b>75.92%</b>
<b>State Shared Revenues</b>				
Sales and use tax	13,392.65	31,120.94	178,000.00	17.48%
Telecom. Franchise	0.00	-4.98	2,500.00	-0.2%
Elec. franchise tax	0.00	654.09	86,000.00	0.76%
Video Prog. (Cable from State)	0.00	155.34	21,000.00	0.74%
Piped Gas	0.00	1,536.32	7,800.00	19.7%
Solid Waste Disposal Tax	582.56	1,107.81	2,800.00	39.57%
<b>Total State Shared Revenues</b>	<b>13,975.21</b>	<b>34,569.52</b>	<b>298,100.00</b>	<b>11.6%</b>
<b>Parks &amp; Recreation Revenue</b>				
Program Fees	67.00	636.75	1,300.00	48.98%
Facility Rentals	155.00	865.00	3,000.00	28.83%
Daily swim fees	0.00	6,874.25	12,000.00	57.29%
Season pass pool fees	0.00	1,530.00	48,000.00	3.19%
<b>Total Parks &amp; Recreation Revenue</b>	<b>222.00</b>	<b>9,906.00</b>	<b>64,300.00</b>	<b>15.41%</b>
<b>Other revenues</b>				
Zoning Permits	0.00	225.00	500.00	45.0%
Approp. Fund Bal. Stormwater	0.00	0.00	35,000.00	0.0%
Commercial Waste Coll. Extras	0.00	0.00	0.00	0.0%
Approp. Fund Balance	0.00	0.00	143,095.00	0.0%
Civil Penalties	50.00	220.00	500.00	44.0%
Investment revenue	53.12	319.89	700.00	45.7%
Miscellaneous	0.10	1,088.24	1,000.00	108.82%



<b>Total Other revenues</b>	<u>103.22</u>	<u>1,853.13</u>	<u>180,795.00</u>	<u>1.03%</u>
<b>Total Income</b>	<u>313,162.26</u>	<u>528,369.74</u>	<u>1,203,161.00</u>	<u>43.92%</u>
<b>Expense</b>				
<b>General Government</b>				
<b>Other Expenditures</b>				
Economic Development	40.00	351.84	5,500.00	6.4%
Contingency	0.00	0.00	3,600.00	0.0%
<b>Stormwater Expense</b>				
Advertising	0.00	0.00	100.00	0.0%
Dues and Permits	175.00	175.00	250.00	70.0%
Prof. Fees - Engineering	0.00	8,308.94	15,000.00	55.39%
Repairs & Maint. Services	0.00	9,407.93	62,480.00	15.06%
Cap.Outlay- Pet Waste Stations	0.00	0.00	0.00	0.0%
<b>Total Stormwater Expense</b>	<u>175.00</u>	<u>17,891.87</u>	<u>77,830.00</u>	<u>22.99%</u>
<b>Total Other Expenditures</b>	<u>215.00</u>	<u>18,243.71</u>	<u>86,930.00</u>	<u>20.99%</u>
<b>Planning and Zoning</b>				
Pers. Serv. Office	0.00	0.00	0.00	0.0%
Zoning Admin. Services	892.66	4,463.31	10,712.00	41.67%
Code Enforcement Services	0.00	0.00	1,500.00	0.0%
Consulting Fees	0.00	714.00	1,500.00	47.6%
Legal Services	0.00	1,631.00	3,000.00	54.37%
Advertising	0.00	0.00	200.00	0.0%
Postage	0.00	0.00	150.00	0.0%
Supplies	0.00	75.49	500.00	15.1%
Training	0.00	0.00	500.00	0.0%
<b>Total Planning and Zoning</b>	<u>892.66</u>	<u>6,883.80</u>	<u>18,062.00</u>	<u>38.11%</u>
<b>Gen. Govt. Personal Services</b>				
Adm Assistant	192.38	891.01	5,000.00	17.82%
Clerk/Tax Collector	5,195.34	25,976.70	62,344.00	41.67%
Council	0.00	3,047.25	12,189.00	25.0%
Finance Officer	1,346.17	6,730.85	16,154.00	41.67%
Mayor	0.00	1,250.00	5,000.00	25.0%
Payroll Expenses	583.44	3,268.00	8,886.00	36.78%
<b>Total Gen. Govt. Personal Services</b>	<u>7,317.33</u>	<u>41,163.81</u>	<u>109,573.00</u>	<u>37.57%</u>
<b>Professional Fees</b>				
Engineering Fees	0.00	0.00	400.00	0.0%

<b>Auditing Services</b>	0.00	0.00	5,200.00	0.0%
<b>Legal Services</b>	0.00	4,203.35	15,000.00	28.02%
<b>Total Professional Fees</b>	0.00	4,203.35	20,600.00	20.41%
<b>Supplies and Materials</b>				
<b>Office</b>	335.00	1,955.26	5,400.00	36.21%
<b>Total Supplies and Materials</b>	335.00	1,955.26	5,400.00	36.21%
<b>Services</b>				
<b>Advertising</b>	0.00	113.78	200.00	56.89%
<b>Membership and dues</b>	67.00	4,458.00	4,467.00	99.8%
<b>Bank charges</b>	63.66	353.72	820.00	43.14%
<b>Elections</b>	0.00	0.00	2,825.00	0.0%
<b>Insurance/bonds</b>	0.00	7,351.49	7,500.00	98.02%
<b>Miscellaneous oper. exp.</b>	0.00	0.00	700.00	0.0%
<b>Newsletter/website/flyers</b>	800.00	940.40	1,500.00	62.69%
<b>Printing &amp; Delivery Newsletter</b>	239.20	749.40	2,300.00	32.58%
<b>Postage</b>	0.00	22.01	500.00	4.4%
<b>Property Tax</b>	0.00	285.08	1,100.00	25.92%
<b>Tax collection</b>	112.72	647.37	2,800.00	23.12%
<b>Telephone</b>	413.54	2,131.83	4,320.00	49.35%
<b>Training</b>	0.00	365.00	800.00	45.63%
<b>Travel</b>	0.00	212.80	1,200.00	17.73%
<b>Total Services</b>	1,696.12	17,630.88	31,032.00	56.82%
<b>Capital Outlay</b>				
<b>Community Center HVAC</b>	0.00	0.00	12,000.00	0.0%
<b>Sidewalk repairs</b>	0.00	33,400.00	33,400.00	100.0%
<b>Clock Tower Repairs</b>	0.00	0.00	0.00	0.0%
<b>Reserve for Capital Replacement</b>	0.00	0.00	10,000.00	0.0%
<b>Total Capital Outlay</b>	0.00	33,400.00	55,400.00	60.29%
<b>Total General Government</b>	10,456.11	123,480.81	326,997.00	37.76%
<b>Parks &amp; Recreation</b>				
<b>Parks/Rec. Supplies &amp; Materials</b>				
<b>Flags</b>	0.00	0.00	2,500.00	0.0%
<b>Janitorial /Cleaning Supplies</b>	0.00	63.45	400.00	15.86%
<b>Food/Provisions - events</b>	26.72	841.13	2,500.00	33.65%
<b>NNO Food/Supplies</b>	0.00	0.00	0.00	0.0%
<b>Pool Supplies</b>	0.00	38.48	3,000.00	1.28%
<b>Park Materials &amp; Supplies</b>	0.00	0.00	0.00	0.0%
<b>Benches, Tables, Etc.</b>	0.00	0.00	0.00	0.0%
<b>Total Parks/Rec. Supplies &amp; Materials</b>	26.72	943.06	8,400.00	11.23%

<b>Parks/Rec Services</b>				
Pool Attendant Salaries	0.00	90.00	750.00	12.0%
Pool Resurfacing	0.00	33,312.00	60,000.00	55.52%
Pool management fee	0.00	12,712.50	51,290.00	24.79%
Pool Operations	-212.00	68.84	11,100.00	0.62%
Comm. center maintenance	348.41	1,950.07	7,300.00	26.71%
Seasonal Decorations	0.00	1,000.00	13,400.00	7.46%
Events Services	0.00	320.00	1,200.00	26.67%
Water/Sewer	171.88	4,143.38	9,600.00	43.16%
Natural Gas	32.54	140.84	1,000.00	14.08%
<b>Total Parks/Rec Services</b>	<b>340.83</b>	<b>53,737.63</b>	<b>155,640.00</b>	<b>34.53%</b>
<b>Maintenance of Common Areas</b>				
Landscaping	10,850.00	55,450.00	148,000.00	37.47%
Park maintenance	4,937.00	25,167.81	48,400.00	52.0%
Pond maintenance	1,535.00	7,675.00	24,420.00	31.43%
Electric Maintenance	0.00	2,752.97	5,000.00	55.06%
Repairs of Common Areas	14.37	296.77	2,000.00	14.84%
<b>Total Maintenance of Common Areas</b>	<b>17,336.37</b>	<b>91,342.55</b>	<b>227,820.00</b>	<b>40.09%</b>
<b>Parks/Rec Capital Outlay</b>				
Council chambers video system	0.00	0.00	0.00	0.0%
Reserve for pool re-plastering	0.00	0.00	20,000.00	0.0%
Benches, Tables etc.	0.00	441.89	4,000.00	11.05%
<b>Total Parks/Rec Capital Outlay</b>	<b>0.00</b>	<b>441.89</b>	<b>24,000.00</b>	<b>1.84%</b>
<b>Total Parks &amp; Recreation</b>	<b>17,703.92</b>	<b>146,465.13</b>	<b>415,860.00</b>	<b>35.22%</b>
<b>Public Services/Safety</b>				
Electric bills	7,872.29	44,944.38	109,600.00	41.01%
Street Signs	0.00	519.00	2,000.00	25.95%
Waste Collection	15,227.32	60,909.28	184,000.00	33.1%
Law enforcement	0.00	82,352.00	164,704.00	50.0%
<b>Total Public Services/Safety</b>	<b>23,099.61</b>	<b>188,724.66</b>	<b>460,304.00</b>	<b>41.0%</b>
<b>Total Expense</b>	<b>51,259.64</b>	<b>458,670.60</b>	<b>1,203,161.00</b>	<b>38.12%</b>
<b>Net General Fund</b>	<b>261,902.62</b>	<b>69,699.14</b>	<b>0.00</b>	<b>100.0%</b>
<b>Powell bill</b>				
<b>Other Income</b>				
Fund Bal. from Powell Bill	0.00	0.00	3,100.00	0.0%

Interest - Powell Funds	4.27	7.14	0.00	100.0%
Powell Bill Revenue	0.00	48,448.66	96,000.00	50.47%
<b>Total Other Income</b>	<b>4.27</b>	<b>48,455.80</b>	<b>99,100.00</b>	<b>48.9%</b>
<b>Other Expense</b>				
Street Exp. - Powell Bill	0.00	100.00	99,100.00	0.1%
<b>Total Other Expense</b>	<b>0.00</b>	<b>100.00</b>	<b>99,100.00</b>	<b>0.1%</b>
<b>Net Powell Bill</b>	<b>4.27</b>	<b>48,355.80</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Excess of Rev. over Exp.</b>	<b>261,906.89</b>	<b>118,054.94</b>	<b>0.00</b>	<b>100.0%</b>

**CALENDARS:** The proposed 2016 Village Council Meeting Schedule and 2016 Holiday Closing Schedule were presented to Council. Ashley Dance made the motion to adopt the calendars. Sandy Coughlin seconded the motion. Vote – Unanimous.

**PLANNING BOARD:** Zoning Administrator Cheri Clark shared that there are significant changes under discussion for the Unified Development Ordinance due to state legislative changes and a Supreme Court ruling. Planning Board is not meeting in December and the next meeting is January 19<sup>th</sup>.

**PARK AND RECREATION BUSINESS:** Mayor David Cleveland shared that new playground mulch has been added to the playgrounds at Veterans Park and Azalea Park.

Lucas Landscaping has planted 60 trees, shrubs and grasses that needed replacement in the common areas and cul-de-sacs.

P&R approved planting Steed Hollies and Knockout Roses along the new Meeting Street sidewalk for \$725 to provide screening along Ms. Dee Dee's playground. This will be funded by Park Maintenance.

P&R also approved a quote from Lucas Landscaping to remove a dead tree and brush from Frost Island at a cost of \$600 to be funded out of Park Maintenance.

The P&R Commission received three bids for the new HVAC system for the Community Center ranging from \$11,100 to \$13,627. Although slightly higher than the low bid, it is P&R's recommendation to accept the bid from Lovin's Heating & Air for \$11,850 since Lovin has a proven track record with the Village and their service rates are lower. P&R would like to request approval for this project to be funded out of Capital Improvements. Fabian Szarko made a motion to approve the new HVAC system. Pam Jack seconded the motion. Vote – Unanimous.

Fabian Szarko shared that the annual Chili Cook-off was held Saturday, November 14<sup>th</sup> from 6:00 PM to 8:00 PM at the Community Center. There were seven entries for the event. Mike



and Cheri Clark won 1st prize, Doyle and Jo Waybright won second prize and Michael Bila won third prize. Gordo's Mexican Kitchen donated the prizes for the event.

The annual Christmas Tree lighting was held on Sunday, December 6<sup>th</sup> from 5:30 PM to 6:30 PM in the Town Center Park. Music was provided by the Union Academy Band Octet and the Union Academy Choir. Scriptures were read by Pastor Lonnie Pittman of Faith United Methodist Church.

**ECONOMIC DEVELOPMENT:** Sandy Coughlin shared that the EDC has decided to start the decorative signage replacement project by replacing the signage on Lake Park Road and Creft Circle first. All signage references to Ryan Homes will also be removed from the existing signage in the Village. The EDC will not meet in December and the next meeting is January 21<sup>st</sup>.

**PUBLIC SERVICES (Sidewalks, Waste Collection & Street Lighting:** Mayor David Cleveland shared that the cul de sac curbs on Ginger Lane and on one end of Fennell Street have been replaced.

Sandy Coughlin shared that bulk waste is still being placed at the curb on a weekly basis not just on bulk waste pick up week. Bulk pick up is the second Thursday of each month.

**COMMUNICATION:** The deadline for articles and information for the December newsletter is Friday, December 11, 2015 at 5 p.m. Topics to be included: P&R items, Porter Ridge Marching Band, Oaths of Office, Recognition of outgoing Council member and Christmas Tree pick up.

**COUNCIL COMMENTS:**

Ashley Dance shared that it is an honor to be part of the Council and that she is looking forward to working with the Council members. She also thanked Mark Phillips for his service to the Village of Lake Park.

Fabian Szarko also thanked Mark Phillips for his service to the community and wished everyone a Merry Christmas and a Happy New Year.

Pam Jack shared that she is looking forward to helping grow the community in the next few years and appreciates the opportunity to represent the citizens of Lake Park. Merry Christmas.

Sandy Coughlin thanked Council for the opportunity to continue to serve as Mayor Pro Tem and wished everyone a Merry Christmas.

Mayor David Cleveland congratulated the Council members and welcomed Ashley Dance to the Council. He also recognized our newly re-elected Mayor Pro Tem Sandy Coughlin.

Mayor David Cleveland also wished everyone a Merry Christmas and a Happy New Year.

**ADJOURN:** Fabian Szarko made the motion to adjourn the meeting. Pam Jack seconded the motion. Vote – Unanimous.



Respectfully submitted,

  
Mayor David Cleveland

  
Village Administrator, Cheri Clark

